



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS MINOR SUBDIVISION PLAT

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Note: Do not accept a plat without an address. If there is not an existing address for the site, please contact the Addressing Team for Planning & Design Services at 574-6230.

Applicant

PDS
ONLY

- | | | |
|-------|-------|---|
| _____ | _____ | 1. A completed "Minor Subdivision Plat Approval" application form <ul style="list-style-type: none">• A response should be inserted in all blanks on the form or the application should not be accepted.• "N/A" (not applicable) may be an appropriate response for "Property address" <u>and</u> "List any related cases" <u>only</u>.• The application <u>must</u> be signed by the person who completes the form. |
| _____ | _____ | 2. A completed minor subdivision plat application for the Metropolitan Sewer District (MSD) |
| _____ | _____ | 3. Eight (8) copies of the Minor Subdivision Plat. |
| _____ | _____ | 4. A justification statement is required for all waivers requested for this plat. |
| _____ | _____ | 5. \$125 for standard format plats.
\$200 for large format plats.
Cash or a check made payable to Louisville Metro Government.
Note: Will require an additional \$75 fee at a later date if waivers are needed. |
| _____ | _____ | 6. A completed Development Information Print-out from the standard information map found at www.lojic.org |

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202
502-574-6230 Fax 502-574-8129



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For Staff Use Only

Date: _____ Staff: _____ Docket #: _____

Do not accept application if required materials are not submitted

- _____ 7. Enter submission date, Contact Person, and Order Received Number into Minor Plat Log Book, with the number structured as follows: Year-Number in Order Received, e.g. 03-001. If related cases are indicated on either the application or DPI, enter this information as well.
- _____ 8. Make out receipt with dollar amount in the "Minor Plat" field.
- _____ 9. **Do not** stamp date received on Minor Plats; write Order Received Number in **RED INK** bottom right-hand corner. Clip documents together and place in the In-Coming Application Tray.

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